



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY DEVELOPMENTAL TEST COMMAND
314 LONGS CORNER ROAD
ABERDEEN PROVING GROUND, MD 21005-5055



REPLY TO
ATTENTION OF

CSTE-DTC-CG (600)

14 May 2003

MEMORANDUM FOR

Commanders, DTC Test Centers
HQ DTC Directors and Office Chiefs

SUBJECT: Policy Letter #9 - Sponsorship Program

1. The Sponsorship Program is a program for assisting soldiers, civilian employees, and families to successfully relocate into DTC.
2. I direct the sponsorship function to --
 - a. Assist soldiers, civilian employees, and family members during the reassignment process.
 - b. Assist families geographically separated from the soldier or civilian employee because of duty requirements.
 - c. Improve command cohesion and readiness by decreasing distractions that hamper personal performance and mission accomplishment.
 - d. Support the Army's personnel life-cycle function of sustainment.
3. Sponsors.
 - a. Selecting sponsors. Sponsors represent the first impression of a new assignment for incoming soldiers and civilian employees. Only those individuals who can represent the command in a positive manner will be selected as sponsors.
 - b. Sponsor training. Commanders and directors and office chiefs will ensure sponsors are adequately trained to perform tasks related to sponsorship. A training support package or other assistance may be obtained from Army Community Service (ACS) to train sponsors
 - c. Sponsor feedback and recognition. Sponsors will receive feedback on their performance. Effective sponsors should be recognized on the same basis as any other soldier or civilian employee performing in an exemplary manner. Recognition should be given by the appropriate commander in accordance with existing award policies. The act of sponsorship and welcome for new soldiers, civilian employees, and their families is a low-cost but labor-intensive activity that, when performed with care, knowledge, and sincerity, will benefit the unit or staff

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element, soldier or civilian employee, and family members. Therefore, recognizing a deserving sponsor is important.

4. Sponsors for incoming personnel will, at a minimum:

- a. Send a welcome letter from the appropriate Commander or Director and a welcome packet from ACS to the incoming soldier or civilian.
- b. Make initial contact with the incoming soldier or civilian employee as soon as possible upon appointment as sponsor.
- c. Maintain sufficient contact to respond to the incoming individual's needs.
- d. If the incoming soldier or civilian employee expects to take leave prior to his/her arrival, obtain a leave telephone number or other means of contact.
- e. Arrange for pickup and transportation of individual upon his/her arrival and obtain appropriate billeting.
- f. When possible, greet the incoming soldier or civilian employee and family members upon arrival. Specifics should be worked out between the sponsor and the incoming soldier or civilian employee.
- g. Familiarize incoming soldier, civilian employee, and family members to the command and community, including an early visit to ACS. This general orientation should be in addition to the formal orientation briefings the new arrival receives during inprocessing.
- h. Provide a copy of the CG Policy Letters and ensure they are read within 7 days of arrival.

5. Please disseminate this policy to all members of the command, and post a copy on official command bulletin boards.



MARVIN K. McNAMARA
Brigadier General, USA
Commanding